



AEBG Consortium Directors Council Meeting Minutes

DATE: APRIL 19, 2017

TIME 4:00 PM

LOCATION: SWC BOARD ROOM 214

NOTE TAKER	Melissa Torres			
CO-CHAIRS	Kevin McClelland	Claudia Gallant	Kathy Tyner	
ATTENDEES:	Ryan Burke	Virginian Mendoza	Michelle Sturm-Gonzalez	
	Sara Garcia-Salgado	Mary Murphy		
	Mia McClellan	Phyllis Sensenig		
HANDOUT(S)	November 16, 2016 Meeting Minutes Governance Rules and Procedures 17-18 Consortium Fiscal Administration Declaration Year 2 Mid-Year Evaluation			
DISCUSSION / INFORMATION	<ul style="list-style-type: none"> • Welcome and Introductions • Approval of Minutes – Adoption of Minutes: November 16, 2016 – APPROVED with no corrections. • Agenda item 1 – CDC Report on Interim Communications: None. • Agenda item 2 – Public Comment: None. • Agenda item 3 – Review and Approval of Governance Rules and Procedures: Changes were: 1) Included that the CDC works to consensus through discussion; the majority rules when consensus cannot be reached. Because of this we changed the voting structure to equal votes of one per district 2) added that the agenda for each advisory committee meeting shall be posted on the consortium website three days before the meeting. Last year the website wasn't completed but this year is up and running 3) the advisory committee co-chairs shall invite public comment on the agenda of the advisory committee meeting under public comment. Each speaker shall have a maximum of three minutes to speak. Individuals who cannot attend the meeting may submit their comments by email to the Project Director by 9am the morning of the meeting. The Project Director will read the comments received via email during public comment section of agenda. This change was prompted due to public being present at the meetings and us not having a protocol in place for them to comment. Motion made by CUSD to approve Governance Rules and Procedures, SWC second - motion unanimously approved. • Agenda item 4 – Review and Approval of Consortium Fiscal Administration Declaration: CFAD includes five sections 1) Consortium information – this section consist of the consortium address, website, primary contact information and certifying official which is Crystal Robinson, Project Director 2) Consortium membership – we list our CDC member representatives present at this meeting, it also includes our organizational chart. At the start of the year the three Chief Financial Officer's (one from each district) were consulted and they all agreed to continue with SUHSD as fiscal agent for 17-18. The two main reasons for that were first, several project activities are conducted at a consortium-wide level, such as marketing to new students. Second, the three consortium Members have developed a strong working relationship that is supported in part by the collaborative work done through the fiscal agency structure. This section also includes our fiscal 			





management approach in which we state the Project Director will work closely with the Fiscal Agent staff to set up the budget for AEBG. The Fiscal Agent will release a proportionate amount to each member each month. The Member Districts will be responsible for program-related expenditures and will certify that expenditures are in compliance with the approved objectives, rules and regulations that govern the AEBG program. Budget changes that change the program plan will be referred to the CDC for approval. 3) Member Allocations – these amounts have not changed from last year. 4) Consensus and Approval – the three Chief Financial Officers reached a consensus to forward this recommendation that the consortium remain with SUHSD as fiscal agent. 5) Certification and Submission – motion made by CUSD to approve Governance Rules and Procedures, SWC seconded and SUHSD - motion unanimously approved; digital signatures obtained.

Kathy Tyner recommends that each district provide a quarterly report at each CDC meeting which shows the AEBG funding from different years and where each district stand for each year.

Agenda item 5 – Year 2 Mid-Year Evaluation: Phyllis presented her evaluation and reviewed her conclusions and recommendations. Which were that the state has made several changes to the AEBG or related programs: the state is not counting credit courses in basic skills toward AEBG totals in Year 2 unless they are AEBG-funded. Only those courses funded by AEBG can be counted. The college cannot use AEBG funds to pay the instructor in any courses on which the college can collect FTES. AEBG funds can be used to pay for equipment, books, and supplies. This means that SWC (and other community colleges across the state) will have to report significantly reduced enrollment this year. The state is requiring that all consortium members report data using TOPSpro. The state is requiring all AEBG-funded courses to use CASAS for student assessment. This changes the original need to align assessment (except in adult education/noncredit to credit transitions). The state has started to fund community college CTE program expansion and improvement through the Strong Workforce Program, which may include noncredit CTE programs.

Recommendations included: 1. The assessment workgroup should consider crosswalking CASAS and the SWC credit program assessments to see if there are large differences in assessment outcomes across the two systems, and how this may affect adult education/noncredit students transitioning to credit programs 2. When planning the Year 3 (2017-2018) budget, each member should also develop a budget that identifies the carryover funds from Year 2 and the new Year 3 funds, to ensure that budget planning takes both sources of funding into account. Each member should spend the remaining funds from Year 2 before spending Year 3 funds (as much as possible). It may be useful for each member to make quarterly reports to the Project Director so that an overview of all components of the Consortium AEBG budget can be developed 3. Consider offering some asynchronous, Internet-based professional development seminars and discussion groups so that faculty and teachers from all members can participate 4. The Super Region has started to address leveraged resources and pre-apprenticeship programs at the regional level. The South Bay Consortium needs to track progress on this issue 5. The Consortium has been able to increase the number of students served by increasing the number of classes offered at SUHSD (with a few more offered at CUSD). SWC will no longer be able to report its credit ABE/ESL courses for AEBG, and new noncredit courses are still in the CCCCO review pipeline. This means that the college does not have much AEBG-eligible course enrollment to report at this time. Budgetary constraints at SUHSD mean that the 33 new courses offered in Year 1 may have to be cut, in addition to some MOE-funded courses. If the Consortium hopes to meet its goal of serving more students consortium-wide, it must address the funding allocations in a way that serves as many students as possible. One possible multi-step option to address this includes: a. Make a *one-time* change in the way AEBG funds are allocated in Year 2; create an MOU that transfers some of the funds allocated to SWC in Year 2 to SUHSD to allow them to offer additional courses in the next academic year b. Once the noncredit courses have been approved, arrange for SWC to teach the noncredit courses at SUHSD adult education sites that are readily accessed via public transportation. (This was one of the common themes identified by the workgroups). Use AEBG funding to pay for facilities costs and provide free books and materials to students so that (i) enrollments can be reported to the state; and (ii) students do not have a net increase in costs to take the noncredit courses. The objective should be to offer enough classes that the same or a greater number of students are served Consortium-wide. This could also help serve as a bridge to SWC for SUHSD noncredit students.



SOUTH BAY
ADULT EDUCATION

	<ul style="list-style-type: none">• Announcements: Claudia Gallant and Kathy Tyner are retiring June 30, 2017.• CDC Meeting Calendar: 17-18 Annual Plan due in August and will need CDC approval.
	Meeting adjourned at 5:10 p.m.

